

PRIVACY ACT STATEMENT

Authority: 5 USC 5701, 37 USC 404-427, and EO 9397

Principal Purpose(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

Routine Use(S): To substantiate claims for reimbursement for official travel.

Disclosure: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

REQUIRED ATTACHMENTS

1. Original and/or legible copies of all travel orders and amendments, as applicable.
2. Original and 1 copy of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of commercial ticket of receipt.
5. Original Hotel/Motel receipts and any item of expense claimed in excess of \$75.00.
6. Other attachments will be as directed.

DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see *JFTR, Vol. 1 APP. A and JTR, Vol. 2, App. D for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

Acronyms:

| | |
|----------------------|---------------------------------|
| TVL = Travel | TAD = Temporary Additional Duty |
| DT = Date | DOB = Date of Birth |
| TDY = Temporary Duty | DOM = Date of Marriage |

ITEM 11. ITINERARY - SYMBOLS

11d. Means/Mode of Travel (Use two letters)

| | | | |
|---|----|------------|----|
| GTR/TKT | -T | Automobile | -A |
| Government Transportation | -G | Motorcycle | -M |
| Commercial Transportation (Own expense) | -C | Bus | -B |
| Privately Owned Conveyance (POC) | -P | Plane | -P |
| | | Rail | -R |
| | | Vessel | -V |

11e. Reason for Stop

| | | | |
|-------------------------|-----|------------|-----|
| Awaiting Transportation | -AT | Voluntary | -VR |
| Leave En Route | -LV | Return | |
| Mission Complete | -MC | Hospital | -HA |
| Authorized Delay | -AD | Admittance | |
| Temporary Duty | -TD | Hospital | -HD |

11f. Number of Meals

| | | |
|-------------|---------|----------|
| Breakfast-B | Lunch-L | Dinner-D |
|-------------|---------|----------|

12. Previous TVL Advances – Refers to advances paid by PSD's and Navy Disbursing Officers including shipboard.

13. Split Pay Option (SPO) – Specified amount to be paid directly to American Express (AMEXCARD).

25. REMARKS